



# Minot State University

## Policy Manual

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### Section 4.10

#### **Bomb Threats**

1. If a telephone call is received concerning a bomb threat:
  - a. Keep the caller on the line as long as possible.
  - b. Ask the caller to repeat the message. As much as possible, record every word spoken by the caller.
  - c. If the caller does not indicate the location of the bomb or the time of detonation, ask the caller for this information.
  - d. Inform the caller that the building is occupied and the detonation of the bomb could result in death or serious injury to many innocent people.
  - e. Pay particular attention to peculiar background noises such as motors running, background music, or other noise which may contain a clue about the caller's location.
  - f. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech mannerisms or impediments.
  - g. Report this information immediately to the police by dialing 9+911. Since the police will want to speak with the person who received the call, make yourself available when they arrive.
  - h. Report this information to your supervisor and the Physical Plant director (6-3210). H. Implement the evacuation plan as directed by the supervisor or the Physical Plant director or when an actual device is located.

Direct inquiries to: Director, Safety and Security, 701-858-4016

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